

POSITION DESCRIPTION (Please Read Instruction on the Back)

1. Agency Position No.
S000A13

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks)		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
12. Sensitivity <input type="checkbox"/> 1- Non Sensitive <input type="checkbox"/> 3- Critical Sensitive		13. Competitive Level Code		14. Agency Use		15. Classified/Graded by		16. Organizational Title of Position (If different from official title)	
17. Name of Employee (If vacant, specify)		18. Department, Agency, or Establishment		19. Employee Review--This is an accurate description of the major duties and responsibilities of my position.		20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.		21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	

15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade		Initials		Date	
a. U.S. Office of Personnel Management		Department of the Interior, FLERT Specialist		GS		0462		02					
b. Department, Agency or Establishment		This PD has been approved as follows under 5 USC 6336(c) and 8412(d)											
c. Second Level Review		Firefighter Law Enforcement											
d. First Level Review		Primary Secondary/Administrative Sec/Supvy											
e. Recommended by Supervisor or Initiating Office		Approval Date November 2, 2002											

18. Department, Agency, or Establishment		c. Third Subdivision	
Department of the Interior			
a. First Subdivision		d. Fourth Subdivision	
U.S. Fish and Wildlife Service			
b. Second Subdivision		e. Fifth Subdivision	
Regions			
19. Employee Review--This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional)	

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.		21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	
a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature		Signature	
Date		Date	

22. Position Classification Standards Used in Classifying/Grading Position	
US OPM GEG for Aid and Tech work in the Bio Sci GS-400, 12/91; Range Tech Ser, GS-455, 12/91; Forestry Tech Ser, GS-462, 12/91	
Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
23. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	
Typed Name and Title of Official Taking Action	
Signature	
Date	

23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)													
b. Supervisor													
c. Classifier													

24. Remarks	
FPL GS-3. SPD Servicewide. STATEMENT OF DIFFERENCE: Job Classified 1 grade lower as GS-2. Performs kinds of duties as attached pd, but under closer supervision.	

25. Description of Major Duties and Responsibilities (See Attached)	
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